



### General Guidelines for LSTA Grants

Grant recipients are accountable for awarded LSTA Grant funds. Submission of timely reports and ongoing communication confirm financial and programmatic accountability. ALL grant recipients must adhere to the following guidelines:

- ALL LSTA project activities must occur within the contract period identified in the contract. Project costs and obligations incurred prior to or beyond this contract period will NOT be reimbursed.
- Any printed material and/or website resulting from the project must acknowledge both USL and IMLS as funding sources.
- Equipment purchased with grant funds will be maintained and located in the library as specified in the grant for a period of five years
- Failure of the library to file required reports or to expend all grant funds may result in suspension of future grant awards.
- Formal amendments to the budget must be submitted in writing.
- Gifts, food, and refreshments are inappropriate uses of LSTA FUNDS. See the list of Ineligible Costs for more specifics.
- Grant funds may not be deposited into an interest bearing account.
- Grant recipients are encouraged to establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for grant-related purposes.
- If approved in the original proposal, products that promote the project are appropriate
- Lobbying and advocating a specific position in an election are inappropriate uses of LSTA funds.
- Notify USL of any changes in personnel relating to the grant during the contract period.
- The agency awarded the funds must agree to all federal and state laws, rules, and regulations that govern federal LSTA funds administered by the State of Utah.